

# YOUR ANNUAL VILLAGE MEETING FOR CERNE ABBAS, GODMANSTONE UP CERNE AND NETHER CERNE

**Thursday 16<sup>th</sup> May 2024 @7pm**

**CERNE ABBAS VILLAGE HALL**

**Doors open at 6.30pm**

The meeting is open to everybody; it is a chance for villagers to get together to discuss any topics of local interest particularly if they have relevance to your Parish Council and hear about significant challenges facing us all if we want to preserve village life as we know it. Ideas that might be of benefit to the village, problems that need resolving or something that needs doing (or not doing).

*IT IS YOUR CHANCE TO:*

Ask questions of **YOUR** Parish Council.

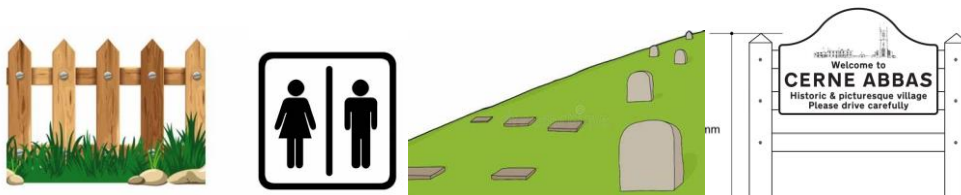
Hear what the Councillors have done for **YOU** this past year.

Here about our **Village Gateways**

Update on **Safeguarding Fencing at School Playing Field**

Discussion on the **Public Toilets** at Cerne Abbas

The latest on the **Burial Ground Extension**



Please come along, meet your County and Parish Councillors.

Wayne Lewin – Clerk to the Parish Council

**CERNE VALLEY PARISH COUNCIL**

**13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE**

**07419 136 735**

**cernevalley@dorset-aptc.gov.uk**

Dear Councillor,

You are summoned to attend a Full Council meeting of the Cerne Valley Parish Council to be held on **Thursday 16<sup>th</sup> May 2024** starting at **7.00pm** in **Cerne Abbas Village Hall**  
Please find a copy of the agenda below.

**Councillors:**

**F. Horsington, M. Keating, G. Muskett, C. Crosbie, J. Bolt, C. Paul, L. Prowse, and K. Burghart**

**AGENDA**

1. Co-option of Parish Councillor(s) to the Cerne Valley Parish Council
2. Apologies for absence
3. Declarations of pecuniary and other interests
4. To confirm the minutes of the Parish Council Meeting held on **14<sup>th</sup> March 2024**  
To confirm the minutes of the Extraordinary Parish Council Meeting held on **27<sup>th</sup> March 2024**
5. Parish Council matters arising
6. Update from the Chair
7. Public Discussion Period
8. To receive a report from the Dorset Council
9. Financial update
  - a. Payments for authorisation
10. To receive committee reports and to agree action(s) in response to proposals and repairs
  - a. Allotments **(MK)**
  - b. Burial Ground **(SB)**
  - c. Car Park **(LP)**
  - d. Children's Play Park **(CC)**
  - e. Footpaths and Environment **(JB)**
  - f. Planning **(FH)**

**See Annex A**

11. Cerne Abbas Flood Plan site hosting fees **(FH)**
  12. Replacement fencing for allotments **(MK)**
  13. To set up a Working Group for matters of the Burial Ground extension **(FH)**
  14. Trial of a mobile Coffee Van at Kettlebridge Car Park **(LP)**
  15. Items for the next meeting
  16. Date(s) of next meeting
- Full Council /AGM / Village Meeting  
Cerne Abbas Village Hall      **13<sup>th</sup> June 2024**

**Wayne Lewin**

**Parish Clerk**

**09<sup>th</sup> May 2024**

1. P/HOU/2024/02356  
Black Hill Farm Bungalow, Old Sherborne Road, Cerne Abbas, DT2 7SJ  
Erect double garage, living accommodation over, 3no: roof lights and roof terrace
  
2. P/HOU/2024/02187  
1 Long Street, Cerne Abbas, Dorset, DT2 7JF  
Erection of rear/side garden room extension. Installation of conservation roof light and air source heat pump.
  
3. P/LBC/2024/02188  
1 Long Street, Cerne Abbas, Dorset, DT2 7JF  
Erection of rear/side garden room extension. Installation of conservation roof light, air source heat pump and underfloor heating
  
4. P/HOU/2024/01705  
5 Abbey Street, Cerne Abbas, Dorset, DT2 7JQ  
Install window on west elevation. Erect pergola on the west side (rear)of the house. Erect summerhouse within upper rear garden.
  
5. P/LBC/2024/01706  
5 Abbey Street, Cerne Abbas, Dorset, DT2 7JQ  
Install window on west elevation. Erect pergola on the west side (rear)of the house. Redecoration of east elevation. Internal alterations to kitchen & dining room.
  
- 6.

Wayne Lewin – Clerk to the Parish Council

**CERNE VALLEY PARISH COUNCIL**

**13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE**

**07419 136 735**

**cernevalley@dorset-aptc.gov.uk**

**Minutes of Full Council held on 14<sup>th</sup> March 2024 at Cerne Abbas Village Hall**

**Councillors present:**

**F. Horsington, S. Beresford, G. Muskett, K. Burghart, G. Bishop, L. Prowse, H. Brown, M. Keating, C. Crosbie, J. Bolt, C. Paul, and K. Marshall.**

8 members of the public  
Cllr Jill Haynes (Dorset Council)

**Full Council**

**1. Apologies for absence**

All members were present.

**2. Declarations of pecuniary and other interests**

Cllr Horsington declared any matters relating to the allotments field.

Cllr Prowse declared an interest in item 9f. Dispensation to speak (but not vote) was granted.

**3. To confirm the minutes of the Parish Council Meeting held on 08<sup>th</sup> February 2024**

These were approved with one minor amendment.

**4. Parish Council matters arising**

All matters arising were on the agenda.

**5. Update from the Chair**

Cllr Horsington had spoken to Richard Peck at Up Cerne Farm regarding issue of sewage leaking from the farm.

It was confirmed that the Environment Agency had visited and inspected and found no pollution in the watercourse.

It was noted that the pile belonged to Wessex Water until it was spread.

Mr Peck had offered to come to a Council meeting to explain more.

Members agreed to keep an eye on the situation.

**6. Public Discussion Period**

A gratitude of thanks was given to the person who laid slabs down and fixed the gates in various areas of the community.

Concern was expressed as to the condition of the riverside walk as it was covered by mud and consideration should be given to gravelling the area.

It was then stated that the responsibility laid with the riparian, who had on numerous occasions been contacted to clear to site, with no response.

However, it was confirmed that the Parish Council had cleared this route – at public expense. It was asked if Andrew's Lane could be cleared. It was agreed that this was a public right of way and should be reported to Dorset Council.

An enquiry was made as to the rumours of the public toilets being closed. It was stated that no formal notice had been received by the Parish Council. It was also mentioned that recent complaints about the cleaning of the toilets have been addressed.

## **7. To receive a report from the Dorset Council**

Cllr Haynes spoke on the following matters:

Double Council Tax for homes that are empty for over a year – 01 April 2024

Double Council Tax for second homes – 01 April 2025

Local Plan to go to the Inspector in 2026, to be in place for 2027

An increase in Gypsy and Travellers sites

Concerns had been discussed as to the lack of electricity supply in Dorset, with a review not due until 2038.

Cllr Haynes was asked the questions as where the additional 200 staff for Dorset Council were employed.

It was confirmed that revenues and benefits from the Stour Valley Partnership had come in house, there were additional crews for waste management and more personal were needed for planning and searches.

She was also asked about Alderman, which were persons in judiciary not council.

It was agreed that this could be perceived as an outdated concept.

## **8. Financial update**

### **a. Payments for authorisation**

There were **20** payments (**PV's 113-132**) totalling £ **11627.75** that were approved and authorised for payment.

## **9. To receive committee reports and to agree action(s) in response to proposals and repairs**

### **a. Allotments**

Cllr Keating confirmed that the tyre on the community wheelbarrow had been fixed and numerous plot markers had been replaced.

### **b. Burial Ground**

Cllr Beresford mentioned that the recent plastering on one of the walls was coming off.

The Clerk confirmed the tree works were awaiting planning permission whilst the tomb would be rebuilt when there was warmer weather, likely to be April.

### **c. Car Park**

Cllr Prowse updated members on the following matters:

The EA were to conduct further repairs to the dam and had requested a small compound.

A fee of £25 per week had been suggested.

The license for EV charging point had been signed. A proposed date of April had been set.

The inspection report for the picnic area had identified a couple of minor issues that were being addressed.

Close to the wildlife area, some barbed wire had been identified. A contractor would remove this and secure the area.

In the wildlife area it was noted that the bench had sunk. This would be reinstated.

Numerous shrubs and plants had been planted, although the area was still very wet.

Some minor tree works had been requested on overhanging branches.

#### **d. Children's Play Park**

Cllr Crosbie confirmed that the external inspection had taken place with a few minor issues.

The screws and bolts in one of the swings were coming loose. A contractor would repair.

Part of the jungle mulch was coming away at the edges. Dorset Council had been requested to quote for this work.

It was agreed to move the bin. Dorset Waste Partnership had been asked to do this job but there was nobody at present qualified to install or move bins.

A contractor was periodically clearing the bottom of the roundabout of water.

The committee met with the Head teacher and head of governors for an update on the fencing of the field.

It was confirmed that from the access gate, past Alice's bridge, along the river walk and halfway down past Riverside Close would be fenced in with low level wooden fence so that it remained in keeping with the area.

However, to ensure the safety of the smaller children the MUGA area would become fully enclosed with access points by the playing field and corner opposite the school.

It was confirmed that it would be open to public out of school hours.

#### **e. Footpaths and Environment**

It was confirmed that the white posts on Duck Street had been installed, and the path on the riverside walk had been cleared of mud.

Cllr Prowse had attended a Tree Warden course.

Cllr Bishop updated members on Abbey Street issues which included a plank blocking the output channel by the pond, thus causing flooding, whilst gravel had been noted in the channels.

Dorset Council confirmed that both the plank and gravel should be removed and would attend the site soon.

The Environment Agency would also visit the site.

#### **f. Planning**

##### **i. P/PAAF/2024/00817**

##### **Barn At Cerne Park Farm Sydling Road Cerne Abbas**

##### **Change of use of agricultural barn to a flexible use (C1 Hotel)**

The Parish Council took representation from members of the public, who were near neighbours.

The discussion revolved around the matter that the change of use to C1 Hotel was totally inappropriate for the location which including that of vehicle and pedestrian safety.

It was also noted the lack of mains utilities.

The Parish Council agreed that not enough information had been provided.

Policy 5 of the Cerne Valley Neighbourhood Plan does encourage the conversion of old farm buildings for economic growth but in this case, the Parish Council **OBJECTED** due to lack of clarity about the change of use.

#### **10. Burial Ground Extension matters**

Cllr Bishop updated members on this matter. It was confirmed that the purchase was close to completion with just a few areas of concern remaining.

It had been agreed who was responsible for each of the boundaries.

It was confirmed that the current landowner did not need any access.

The current landowner was happy to provide access to site via Simsay Field.

There was no evidence of any contamination on the site.

It was recommended that Chancey insurance be taken out up to the amount of the purchase price.

This would cost £54.

It was recommended that search insurance be taken out as it was likely that searches could be out of date by completion.

This would cost £36.

Questions were asked as to regards the application for a Countryside Right of Way (CROW).

It was agreed that when this comes forward, if approved a path would be made through the extension.

The legal costs were not yet known.

The Chair confirmed that an extraordinary meeting would be held on Wednesday 27<sup>th</sup> March, with the view to completion of the purchase.

However, it was already to authorise dispensation for the Chair, Vice Chair, and Proper Officer to sign off (out of council), if the deeds were not ready by 27<sup>th</sup> March 24, and all members had sufficient time to view the deeds and ask any questions.

#### **11. Initial discussion on 2<sup>nd</sup> Village Gateway**

Cllr Muskett spoke on the very positive feedback on the first gateway which had been installed by Casterbridge Manor.

He wished to continue the gateway project by either purchasing a second gateway at Casterbridge Manor (thus producing a tunnelling effect to slow traffic) or a gateway at Barton Farm, thus indicating to traffic that a village was approaching.

It was noted that traffic calming in the form of traffic lights would be needed as this gateway would not be in the 30mph zone meaning additional costs.

Councillors debated the merits of both options and agreed on a majority vote to put the new gateway at the Barton Farm side of village. A request has been sent to Dorset highways signage for confirmation of costings for the new Village Gateway.

Costings were put aside as follows: (see agenda item 12 below).

F&E reserve	£ 1758.08
CIL	£ 238.90
General	If required

**12. Provisional end of year accounts**

Members agreed to the following.

132 payments totalling	£ 45385.44
48 receipts totalling	£ 38597.36
Precept spends	95.93%
General reserve	£ 11332.05 (£10850.00) plus a VAT rebate of £580.03
Bank balances	£ 37362.75

That the F&E underspend be transferred to the F&E reserves

That the Burial Ground underspend be transferred to the Burial Ground

That the income over expenditure in the Burial Ground cost centre be transferred to the BG reserve

All other cost centre budgets were off set against the General Reserve.

**13. Items for the next meeting**

The Springs on Acreman Street were mentioned but all agreed that could be discussed at F&E.

**14. Date(s) of next meeting**

Full Council /AGM / Village Meeting

Cerne Abbas Village Hall      **16<sup>th</sup> May 2024**

There being no further business the meeting closed at 2058 hours.

**Cllr Fred Horsington** \_\_\_\_\_ **Chair of Cerne Valley Parish Council**



Wayne Lewin – Clerk to the Parish Council

**CERNE VALLEY PARISH COUNCIL**

**13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE**

**07419 136 735**

**cernevalley@dorset-aptc.gov.uk**

**Minutes of Full Council held on 27<sup>th</sup> March 2024 at Cerne Abbas Village Hall**

**Councillors present:**

**F. Horsington, S. Beresford, G. Muskett, K. Burghart, G. Bishop, L. Prowse, C. Crosbie, J. Bolt, and K. Marshall.**

0 members of the public

**Full Council**

**1. Apologies for absence**

Cllr's Brown, and Paul sent apologies.

**2. Declarations of pecuniary and other interests**

Cllr Horsington declared any matters to do with the allotment field.

**3. Public Discussion Period**

There were no members of the public.

**4. Burial Ground Extension purchase completion and signing of paperwork**

It was noted that the paperwork only arrived at 1624 that afternoon and had not been distributed until 1830.

Members agreed that this was insufficient time to make a confirmed decision on the details of either the title plan or completion statement.

It was unanimously agreed that members would be given 1 calendar week to read and review the documents. The deadline being 5pm on 05<sup>th</sup> April 2024.

Members must contact the Clerk if they have any issues or concerns. A no reply would mean that they are content to proceed with the purchase.

The Clerk would then obtain the signatures of the Chair and Vice Chair and deliver the document to the solicitors.

It was also noted at this point that numerous administrative errors were on the title plan and completion statement – the Clerk would inform the solicitors of these issues.

**5. Burial Ground Extension purchase funding:**

**a. The Land**

Members fully agreed to fund the purchase from the Community Infrastructure Levy Reserve at a cost of £12500.00.

**b. The Legal Fees**

The remaining legal fees of £1018.10 (less VAT), would be paid from the Burial Ground reserves.

**6. Items for the next meeting**

None at present.

**7. Date(s) of next meeting**

Full Council / AGM / Annual Village Meeting  
Cerne Abbas Village Hall      **16<sup>th</sup> May 2024**

There being no further business the meeting closed at 1923 hours.

**Cllr Fred Horsington** \_\_\_\_\_ **Chair of Cerne Valley Parish Council**

Cerne Valley Parish Council Payments List 24/25																				08/05/2024				
Date	Payee Details	Project	PV	Amount	Salary	Expenses	Administration	Training	Honorarium	Fees	Hire	Insurance	Audit	Grants	Play Park	F&E	Allotments Precept	BG Precept	Allotments Fees	BG Fees	Car Park Income	Reserve	VAT	TOTAL
16/05/2024	Cerne Abbas Village Hall (BACS)	Hall Hire	1	33.00												33.00								33.00
16/05/2024	Portor Dodson (BACS)	Sellers Fees	2	1,851.60																		1548.00	303.60	1851.60
16/05/2024	Portor Dodson (BACS)	Purchase of BG extention	3	11,663.20																		11524.00	139.20	11663.20
16/05/2024	DAPTC (BACS)	Annual Subscriptions	4	428.48			45.00			383.48														428.48
16/05/2024	Wayne Lewin (BACS)	April Salary	5	918.16	864.76	30.00												23.40						918.16
16/05/2024	NEST (VISA)	April Pension	6	45.34	45.34																			45.34
16/05/2024	B&Q (BACS)	Cork and glue for noticeboard	7	83.98												67.18							16.80	83.98
16/05/2024	Dorset Council (DD)	Emptying Litter bin	8	157.56												157.56								157.56
16/05/2024	Screwfix (BACS)	New lock for shed	9	11.78														9.82					1.96	11.78
16/05/2024	Dorset Home and Gardens (BACS)	Play Park repairs	10	50.00											50.00									50.00
16/05/2024	Dorset Council (DD)	Dog signs	11	40.00												40.00								40.00
16/05/2024	Grassby Memorials (BACS)	Monument repairs	12	713.80																		594.83	118.97	713.80
16/05/2024	CPC (BACS)	New Strimmer	13	89.94															74.95				14.99	89.94
16/05/2024	Dorset Council (DD)	Tree Inspection	14	450.00														375.00					75.00	450.00
16/05/2024	Gallagher (BACS)	Insurance	15	488.83								488.83												488.83
16/05/2024	Hardy Tree Surgeons (BACS)	Tree Works in Burial Ground	16	690.00																		575.00	115.00	690.00
30/06/2024	HMRC (BACS)	Employers NI		45.37	45.37																			45.37
30/06/2024	HMRC (BACS)	PAYE and NI		194.68	194.68																			194.68
	<b>Totals</b>			<b>17955.72</b>	<b>1150.15</b>	<b>30.00</b>	<b>45.00</b>	<b>0.00</b>	<b>0.00</b>	<b>383.48</b>	<b>0.00</b>	<b>488.83</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>297.74</b>	<b>0.00</b>	<b>398.40</b>	<b>84.77</b>	<b>0.00</b>	<b>0.00</b>	<b>14241.83</b>	<b>785.52</b>	<b>17955.72</b>

**Planning Services**

County Hall, Colliton Park  
Dorchester, Dorset, DT1 1XJ

📞 01305 838336- **Development Management**

📞 01305 224289- **Minerals & Waste**

🌐 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)

P - Cerne Abbas PC

**Date:** 1 May 2024

**Ref:** P/HOU/2024/02356

**Support Officer:** Richard Tottle

**Area:** Northern

📞 01305 838336

✉ [planningnorth@dorsetcouncil.gov.uk](mailto:planningnorth@dorsetcouncil.gov.uk)

Dear Sir/Madam

**Application No:** P/HOU/2024/02356

**Location:** Black Hill Farm Bungalow Old Sherborne Road Cerne Abbas  
DT2 7SJ

**Proposal:** Erect double garage, living accommodation over, 3no: roof  
lights and roof terrace

The above application for, Householder Planning Permission has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made  
Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405254&cuuid=B079F49B-C4C1-49D0-A2C7-9D42321ED910>



**This link is unique to each consultee for each individual application.**  
**Important - do not share this link, it is unique to you as a consultee in our system.**  
**Using the link ensures your comments are processed efficiently.**

We can only consider material planning considerations, when assessing and determining the application'. We cannot accept anonymous comments and all comments received along with your name and address will be published on our website.

If i do not hear from you by the 22 May 2024 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

**Richard Tottle**  
**Planning Technical Support Officer - Northern Team**

**Planning Services**

County Hall, Colliton Park  
Dorchester, Dorset, DT1 1XJ

📞 01305 838336- **Development Management**

📞 01305 224289- **Minerals & Waste**

🌐 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)

P - Cerne Abbas PC

**Date:** 26 April 2024

**Ref:** P/HOU/2024/01705

**Support Officer:** Gill Whitney

**Area:** Northern

📞 01305 838336

✉ [planningnorth@dorsetcouncil.gov.uk](mailto:planningnorth@dorsetcouncil.gov.uk)

Dear Sir/Madam

**Application No:** P/HOU/2024/01705

**Location:** 5 Abbey Street Cerne Abbas Dorset DT2 7JQ

**Proposal:** Install window on west elevation. Erect pergola on the west side (rear) of the house. Erect summerhouse within upper rear garden.

**Additional Case Officer Remarks:** Change of application type and name from P/FUL/2024/01705 to P/HOU/2024/01705

The above application for, Householder Planning Permission has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made  
Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=404478&cuuid=71EE0334-82E5-4608-BA37-112E2AA92501>



**This link is unique to each consultee for each individual application.**  
**Important - do not share this link, it is unique to you as a consultee in our system.**  
**Using the link ensures your comments are processed efficiently.**

We can only consider material planning considerations, when assessing and determining the application'. We cannot accept anonymous comments and all comments received along with your name and address will be published on our website.

If i do not hear from you by the 24 May 2024 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

**Gill Whitney**  
**Planning Technical Support Officer - Northern Team**

**Planning Services**

County Hall, Colliton Park  
Dorchester, Dorset, DT1 1XJ

📞 01305 838336- **Development Management**

📞 01305 224289- **Minerals & Waste**

🌐 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)

P - Cerne Abbas PC

**Date:** 24 April 2024

**Ref:** P/LBC/2024/01706

**Support Officer:** Gill Whitney

**Area:** Northern

📞 01305 838336

✉ [planningnorth@dorsetcouncil.gov.uk](mailto:planningnorth@dorsetcouncil.gov.uk)

Dear Sir/Madam

**Application No:** P/LBC/2024/01706

**Location:** 5 Abbey Street Cerne Abbas Dorset DT2 7JQ

**Proposal:** Install window on west elevation. Erect pergola on the west side (rear) of the house. Redecoration of east elevation. Internal alterations to kitchen & dining room.

The above application for, Listed Building Consent has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made  
Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=404479&cuuid=F9265DB0-45DF-4F45-AE50-74CB4CDE60F4>



**This link is unique to each consultee for each individual application.**

**Important - do not share this link, it is unique to you as a consultee in our system.**

**Using the link ensures your comments are processed efficiently.**

We can only consider material planning considerations, when assessing and determining the application'. We cannot accept anonymous comments and all comments received along with your name and address will be published on our website.

If I do not hear from you by the 22 May 2024 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely



**Gill Whitney**  
**Planning Technical Support Officer - Northern Team**

**Planning Services**

County Hall, Colliton Park  
Dorchester, Dorset, DT1 1XJ

📞 01305 838336- **Development Management**

📞 01305 224289- **Minerals & Waste**

🌐 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)

P - Cerne Abbas PC

**Date:** 24 April 2024

**Ref:** P/HOU/2024/02187

**Support Officer:** Nicola Matthews

**Area:** Northern

📞 01305 838336

✉ [planningnorth@dorsetcouncil.gov.uk](mailto:planningnorth@dorsetcouncil.gov.uk)

Dear Sir/Madam

**Application No:** P/HOU/2024/02187

**Location:** 1 Long Street Cerne Abbas Dorset DT2 7JF

**Proposal:** Erection of rear/side garden room extension. Installation of conservation roof light and air source heat pump.

The above application for, Householder Planning Permission has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made**

**Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405059&cuuid=B453B846-5EAD-4A53-B54A-34C6BEA976E2>



**This link is unique to each consultee for each individual application.**

**Important - do not share this link, it is unique to you as a consultee in our system.**

**Using the link ensures your comments are processed efficiently.**

We can only consider material planning considerations, when assessing and determining the application'. We cannot accept anonymous comments and all comments received along with your name and address will be published on our website.

If i do not hear from you by the 15 May 2024 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

**Nicola Matthews**

## **Planning Technical Support Officer - Northern Team**

**Planning Services**

County Hall, Colliton Park  
Dorchester, Dorset, DT1 1XJ

📞 01305 838336- **Development Management**

📞 01305 224289- **Minerals & Waste**

🌐 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)

P - Cerne Abbas PC

**Date:** 24 April 2024

**Ref:** P/LBC/2024/02188

**Support Officer:** Nicola Matthews

**Area:** Northern

📞 01305 838336

✉ [planningnorth@dorsetcouncil.gov.uk](mailto:planningnorth@dorsetcouncil.gov.uk)

Dear Sir/Madam

**Application No:** P/LBC/2024/02188

**Location:** 1 Long Street Cerne Abbas Dorset DT2 7JF

**Proposal:** Erection of rear/side garden room extension. Installation of conservation roof light, air source heat pump and underfloor heating.

The above application for, Listed Building Consent has been received.

The application can be viewed online. You will need to accept the terms and conditions to enter the online planning register.

**Any comments you wish to make must be made  
Through the website using the link or qr code**

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=405060&cuuid=DD94DA1F-F54D-44FC-8A93-EA25CE080115>



**This link is unique to each consultee for each individual application.**

**Important - do not share this link, it is unique to you as a consultee in our system.**

**Using the link ensures your comments are processed efficiently.**

We can only consider material planning considerations, when assessing and determining the application'. We cannot accept anonymous comments and all comments received along with your name and address will be published on our website.

If i do not hear from you by the 15 May 2024 council will proceed to make a recommendation. Our decision will be published on our website.

Yours sincerely

**Nicola Matthews**  
**Planning Technical Support Officer - Northern Team**

# Cerne Valley Parish Council

This is to advise you that there will be an Annual General Meeting of the Cerne Valley Parish Council

on **Thursday 16<sup>th</sup> May 2024 starting at 7pm in Cerne Abbas Village Hall**

*All members of the Council are summonsed to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder and are reminded that the Council has a general duty to consider the following matters in the exercise of any of its function.*

*Wayne Lewin*

Parish Clerk

09<sup>th</sup> May 2024

---

**1. ELECTION OF CHAIRMAN**

- 1.1 To elect Chairman
- 1.2 To receive Chairman's Declaration of Acceptance of Office

**2. ELECTION OF VICE CHAIRMAN**

- 2.1 To elect Vice Chairman
- 2.2 To receive Vice Chairman's Declaration of Acceptance of Office

##### ABATED #####

**3. APPOINTMENT OF OFFICERS AND REPRESENTATIVES**

- 3.1 Rights of Way Officer(s)
- 3.2 Flood Liaison Officer(s)
- 3.3 DAPTC representative
- 3.4 Cerne Abbas Village Hall Management Committee representative
- 3.5 Godmanstone Village Hall Management Committee representative
- 3.6 Internal Auditor
- 3.7 Parish Council committee members
- 3.8 Speed Indicating Device (SID) coordinator
- 3.9 Tree Warden
- 3.10 Charles North Charity

**4. APPROVAL OF REGULATIONS AND DOCUMENTS**

- 4.1 Standing Orders
- 4.2 Code of conduct
- 4.3 Financial regulations
- 4.4 Risk assessments
- 4.5 Freedom of information requests
- 4.6 General data protection regulation
- 4.7 Complaints procedure
- 4.8 Social media policy
- 4.9 Environment policy
- 4.10 Safeguarding policy
- 4.11 Equality and diversity policy
- 4.12 To confirm the frequency and timings of Full Council meetings

**5. FINANCE AND AUDIT**

- 5.1 To approve income and expenditure for financial year 23/24 subject to audit
- 5.2 To approve budget spend for financial year 23/24 subject to audit
- 5.3 To approve the reserves for financial year 23/24 subject to audit
- 5.4 To approve the asset register as of 31<sup>st</sup> March 2024
- 5.5 To approve the insurance schedule
- 5.6 To confirm the dates for notice of public rights to view unaudited accounts
- 5.7 To approve the explanation of variances
- 5.8 To approve the bank reconciliation
- 5.9 To approve the Annual Governance and Accountability Return for 23/24 subject to audit to include the Annual Governance Statement and Annual Accounting Statement

## Cerne Valley Parish Council Assets

		Purchase	Current	Replacement	
<b>Village Furniture</b>					
Finger post Long Street	Cerne Abbas	750	750	750	Nov-18
Finger post Turning Point	Godmanstone	440	440	440	Feb-22
Finger posts to Village Centre x 4	Cerne Abbas	725	725	725	Sep-22
Goose Green bench	Cerne Abbas	600	1	500	
Giant Viewpoint car park bench	Cerne Abbas	600	1	500	
Giant Viewpoint car park bench	Cerne Abbas	600	1	500	
Duck Street bench	Cerne Abbas	600	1	500	
North Mead bench	Cerne Abbas	1	0	500	
Playing Field bench	Cerne Abbas	1	0	500	
The Folly bench	Cerne Abbas	1	1	500	
Telephone Box	Godmanstone	1	1	1	Mar-20
Frys Lane bench	Godmanstone	599.86	599.86	599.86	Sep-22
Speed Indicating Device	Cerne Abbas	2495	2495	2495	Feb-21
SID solar panels	Cerne Abbas	635	635	635	Jul-21
White posts Duck Street	Cerne Abbas	162.32	162.32	162.32	Oct-21
Permissive Path Fencing	KB to GV	990	990	990	Nov-22
Permissive Path Fencing	KB to GV	1620	1620	1620	Feb-23
Bin on the Folly	Cerne Abbas	231.65	231.65	231.65	May-22
<b>Defibrillators</b>					
Cerne Abbas Village Hall	Cerne Abbas	1400	1400	1400	Nov-22
The New Inn	Cerne Abbas	1400	1400	1400	Nov-22
Godmanstone Village Hall	Godmanstone	1200	1200	1200	Jan-23
Church Battery	Cerne Abbas	346.8	346.8	346.8	Mar-23
Church	Cerne Abbas	1	1	1400	Sep-22
<b>Bus Shelters</b>					
" Not the Bus Shelter" Long Street	Cerne Abbas	3000	1	10000	
The Folly	Cerne Abbas	1500	1	3000	
Up Cerne	Up Cerne	1500	1	3000	
<b>Car Parks</b>					
Land	Kettlebridge	1	2500	2500	Apr-14
Picnic Tables x 4	Kettlebridge	1640	1640	1640	May-22
Adventute Trail Equipment	Kettlebridge	2686.3	2686.3	2686.3	Jun-22
Honesty Stone	Kettlebridge	392	392	392	Jan-21
Giant View Noticeboard	Giant View	1068	1068	1068	Jan-21
Memorial Bench	Wildlife	835.8	835.8	835.8	Mar-23
Planter	Wildlife	30	30	30	Oct-23
Jubilee Tree Plaque	Kettlebridge	129.16	129.16	129.16	Jun-22
Jubilee Tree Oak	Kettlebridge	81.25	81.25	81.25	Jun-22
Jubilee Tree Guard	Kettlebridge	235	235	235	Jun-22
<b>Grit Bins</b>					
Top of Frys Lane	Godmanstone	200	1	250	
Btm of Frys Lane	Godmanstone	200	1	250	
Long Street/Piddle Lane junction	Cerne Abbas	200	1	250	
Doctors	Cerne Abbas	200	1	250	
Back Lane/Piddle Lane junction	Cerne Abbas	200	1	250	
Hill above village	Up Cerne	200	1	250	



Duck Street/Springfields	Cerne Abbas	200	1	250	
Church Lane	Godmanstone	200	1	250	
<b>Notice Boards</b>					
Frys Lane	Godmanstone	500	500	500	Sep-15
Not The Bus Shelter	Cerne Abbas	425	425	425	Apr-23
Church Lane	Godmanstone	500	500	500	Apr-16
<b>Playground</b>					
Seat	Cerne Abbas	1	0	500	
Seat	Cerne Abbas	1	0	500	
Seat	Cerne Abbas	1	0	500	
Multiuse unit		7000	1000	30000	
Swings		2000	100	3000	
2 x springers		1289	100	1500	
Fencing		175	175	175	Jul-23
Picnic Bench (Multi Coloured)		535	535	535	Feb-21
Basket Swing		577	577	577	Mar-21
Roundabout		8668.3	8668.3	8668.3	May-21
<b>Burial Ground</b>					
Land	Cerne Abbas	3750	5000	5000	
Bins x 2		150	40	150	Oct-16
Funeral cones x 3		45	45	45	Mar-17
Fencing and posts		51	51	51	May-20
Bench (Gift)		1	1	500	Oct-15
Bench (Gift)		1	1	500	Apr-22
Finger Post (Gift)		1	1	300	Jul-20
<b>Allotment Gardens and Field</b>					
Land	Cerne Abbas	12500	20000	20000	
Shed		500	500	500	Jul-17
Polytunnel		110	49	400	Mar-18
Strimmer		40	40	200	Jul-19
Strimmer		70.82	70.82	70.82	Mar-22
Strimmer		33.53	33.53	33.53	Jul-22
Seat		1	0	500	
Seat		1	0	500	
		69026.79	61023.79	121624.79	

# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY